

NEW JERSEY DEPARTMENT OF THE TREASURY

NOTICE OF VACANCY



Secretarial Assistant 3, Non-Stenographic

SALARY RANGE: \$39,457.23-\$55,413.51 (A15)

WORKWEEK: 35 Hour Workweek

POSTING PERIOD FROM: December 7, 2015

TO: December 21, 2015

OPEN TO: ☐ Unit Scope:

☐ Division Wide

☐ Department Wide (open to Treasury employees)

☒ State Wide (all Departments/State employees)

DIVISION/LOCATION:

Office of Management and Budget
Centralized Payroll Unit
33 West State Street, 2nd Floor
Trenton, NJ 08625

JOB DESCRIPTION:

Under the direction of the Manager, Centralized Payroll Unit, serves as the Secretarial Assistant in administrative matters. Reviews and analyzes current office procedures for handling personnel requests, employee attendance, etc., and ensures that personnel actions and/or discrepancies with salary or time are properly handled within Department guidelines and processed readily. Oversees all clerical and administrative work for the unit to ensure all targeted deadlines are met. Relieves Manager of office detail by preparing letters of memoranda on routine matters, organizes payroll meetings and events including but not limited to: Payroll forums, informational webinars, etc. Performs other related duties as required.

REQUIREMENTS:

Open to full-time STATE employees who have permanent status in a competitive title and who meet the requirements listed below:

Experience: Three (3) years of experience in secretarial and administrative clerical work.

NOTE: Successful completion of a clerical training program with a minimum of 700 classroom training hours or 30 semester hour credits in secretarial science from an accredited college or university may be substituted for one (1) year of the experience indicated above. Course work must include typing skills, methods, and procedures; other courses may include, but not be limited to, office procedures, word processing, and business English.

If you qualify and are interested, please submit your resume, cover letter and Application for Employment, by email only. All submissions must be received by 5:00 pm (close of business) on the last day of the posting period.

Department of the Treasury
Division of Administration/Human Resources
Employment Recruiter
Email address: EmploymentRecruiter@treas.nj.gov
(subject line: SEC. ASST. 3 N/S)

To obtain an Application for Employment, go to: <http://www.nj.gov/treasury/administration/pdf/hr-application.doc>. Your application *must* be completed in detail, including names and phone numbers of supervisors, dates of all employment and the reason for leaving. Be sure to answer all questions. In addition, please include (3) business references on your application.

THIS IS NOT A PROMOTIONAL ANNOUNCEMENT. Appointment(s) resulting from this posting will be in accordance with Civil Service Commission rules and regulations.

JOB POSTING AUTHORIZED BY:


Douglas J. Ianni, Human Resources Officer

The State of New Jersey is an Equal Opportunity Employer